

## 2008 Los Angeles County Arts Internship Program

### How to Publicize Your Internship Opportunity & Streamline the Application Process

- Create a flyer and/or other information piece that announces the internship and describes the position (duties, salary, duration, skills, etc.). Please include the attached Recruitment Announcement Language, which is also posted on our web site or can be found in the attached *Important Information for Organizations and Supervisors* handout.
- Send a hard or electronic copy to the college and university career/placement offices and student associations (including multicultural) in LA County, as well as target the relevant arts departments (such as theatre, music, dance, etc.) at these local colleges/universities. [Please refer to the attached contact lists for addresses you can copy onto labels – labels are formatted for Avery #5160].
- Since many U.S. colleges and universities use MonsterTrak ([www.monstertrak.com](http://www.monstertrak.com)) in lieu of a placement office, you might create a very short description to post there. [Unfortunately they no longer post job openings at nonprofits for free, so there would be a fee for using this service.] Other sites you may want to post on include your own organization's website, Craigslist ([www.craigslist.org](http://www.craigslist.org)), IdeaList ([www.idealists.org](http://www.idealists.org)), National Association of Colleges and Employers ([www.NACElink.com](http://www.NACElink.com)), and other popular online communities such as MySpace ([www.myspace.com](http://www.myspace.com)) or FaceBook ([www.facebook.com](http://www.facebook.com)).  
**Note: The Arts Commission has already posted a press release about available internship positions on LA CultureNet (LACN), with links to the Arts Commission's website listing all 125 internship positions. This is an effort not to overwhelm LACN with postings for each of the organizational internship postings. Please refrain from posting your specific internship on LACN- the Arts Commission will repost the announcement regularly.**
- Send a letter or e-mail to those who respond thanking them for their inquiry (usually accompanied by their résumé), incorporating a simplified version of the flyer. Let applicants know what other information they need to provide you (i.e. letters of recommendation, references, writing sample, and/or a description of how they meet the requirements for the position.)
- Obviously, some applicants will complete the application process and some won't. Make an email "group" of the interested applicants (where only their own name appears on their email). You must choose a deadline for the applicants' submission of the above materials, and it is helpful if you send them a reminder as the deadline approaches. **Note: The only deadline the Arts Commission sets is when organizations should submit their selection forms (by May 15).**
- After your deadline, choose those that you want to interview by phone, and from that group choose the finalists to be interviewed in person.

*(Ideas adapted from those provided by Peggy Kayser at Corita Art Center)*